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**To:** "[payroll\\_bl@indiana.edu](mailto:payroll_bl@indiana.edu)" <[payroll\\_bl@indiana.edu](mailto:payroll_bl@indiana.edu)>  
**Subject:** Increasing/Reducing Pay on Monthly Vouchers

**REMINDER: Increasing/Reducing Pay on Monthly Vouchers**

**If you need to increase the salary for a monthly employee for any reason, please submit an adjustment voucher. Using the adjustment voucher creates an audit trail to support any payment changes.**

If you have submitted an eDoc to remove or change the pay for a monthly paid employee and your vouchers are not reflecting correct salary amounts, please verify if the job action has been saved in HRMS (use Job Data, Additional Pay, and Contract Payment Details). **If you need to reduce the salary for a monthly employee for a reason OTHER than a job action, we have established the following earn codes to be used.**

**Monthly Staff (S12, S10 paygroups)** - If you need to reduce the salary for this pay period, please enter ABE and the number of HOURS that you need to reduce. Example: If they exceeded their PTO allowance by 16.00 hours, you would enter ABE 16.00 hours.

- Please do not use ABE for terminated employees that are being processed in the current period. When the job action is entered, it should reduce the pay automatically.
- If the term eDoc is not going to be saved until after the payroll is closed, you need to submit an adjustment voucher to reduce the pay so the employee will not be overpaid. Use the monthly work days calculation to determine the amount.

**Academic (A10, A12, AS0, AS2 paygroups)** - If you need to reduce the salary AMOUNT for any of these employees, you will need to submit an adjustment voucher to reduce the pay so the employee will not be overpaid. Enter the same earn code being used for regular pay and a NEGATIVE amount.

- Example: If you need to reduce pay for an Academic 12 pay employee, enter RGA - 2500.00. Make sure you use the minus (-) sign BEFORE the amount.
- Please BE AWARE if you reduce a contract (CRT, CRS) amount this month and DO NOT follow up with a job action to change the contract, on your next set of vouchers the contract amount will be recalculated.

**Other Monthly (RES, FEL, FNR)** – If you need to reduce the monthly AMOUNT for any of these employees, you will need to submit an adjustment voucher to reduce the amount so the employee will not be overpaid. Enter the same earn code and a NEGATIVE amount.

If you have questions or need assistance, please contact your [Payroll Processor](#).